

Preservation Controls
Library of Congress Protection Prioritization Matrix
 (by cycle and tiers of risk)

Preservation Controls In-Process Cycle	Platinum	Gold	Silver	Bronze	Copper
ENVIRONMENT					
Development of specifications	●	●	●	●	
Regulating environment					
Level 3 (tight controls)	●				
Level 2 (moderate controls)		●	●	●	
Level 1 (minimal controls)					●
Monitoring environment					
Level 4 (continuous monitoring with alarms to a 24-hour staffed site)	●				
Level 3 (continuous monitoring with alarms to a partially staffed site)		●	●	●	
Level 1 (issue-driven monitoring, no alarms)					●
Systems and equipment maintenance (AOC)	●	●	●	●	●
EMERGENCY PREPAREDNESS					
Readiness planning					
Site plans and needs assessment	●	●	●	●	
Training					
Level 2 (recovery and handling of damaged materials)	●	●	●	●	
Level 1 (use of React Paks, emergency awareness, and emergency discovery response)	●	●	●	●	●
Detection planning					
Detection systems					
Level 2 (strategically placed sensors)	●				
Level 1 (generally placed sensors)		●	●	●	●
Detection systems maintenance (AOC)	●	●	●	●	●
Fire suppression system					
Level 2 (systems that do not damage objects)	●				

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Level 1 (water systems)		●	●	●	●
Notification systems	●	●	●	●	●
Development of new technologies in fire suppression and detection	●	●	●	●	
Recovery planning					
Communication systems	●	●	●	●	●
Recovery services pre-contract preparation	●	●	●	●	
In-house recovery	●	●	●	●	
In-house supplies and equipment	●	●	●	●	●
Development of recovery protocols	●	●	●	●	
Reserve funds	●	●	●	●	
Systems and equipment maintenance	●	●	●	●	●
STORAGE					
Development of specifications	●	●	●	●	
Materials testing	●	●	●	●	
Furniture and equipment					
Level 2 (customized protection according to object needs)	●	●			
Level 1 (mass produced)		●	●	●	●
Collection density					
Level 2 (each item is fully supported)	●	●			
Level 1 (high density, adequate support, materials easily filed and retrieved without damage or shifting)		●	●	●	●
Separation of work and storage	●	●	●	●	
Housekeeping	●	●	●	●	●
Furniture and equipment maintenance	●	●	●	●	●
HANDLING					
Development of specifications	●	●	●	●	

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Training	●	●	●	●	
Staff supervision of users					
Level 3 (constant, direct supervision, in person or remotely)	●				
Level 2 (focused, intermittent supervision, in person or remotely)	●	●	●		
Level 1 (general oversight of area)		●	●	●	●
Restrictions in use					
Level 4 (handled only by authorized Library staff)	●	●			
Level 2 (special training, procedures, supplies, or equipment required)	●	●			
Level 1 (general handling requirements apply)			●	●	
Appropriate workspace	●	●	●	●	
Supplies and equipment	●	●	●	●	
NEEDS ASSESSMENT					
Condition evaluation					
Level 3 (survey of individual items)	●	●			
Level 2 (survey of discrete collections)		●	●	●	
Level 1 (survey based on statistical sampling of collections)			●	●	
Curatorial evaluation					
Level 2 (survey of individual items)	●	●			
Level 1 (survey of discrete collections)		●	●	●	
Prioritization and selection for preservation	●	●	●	●	
PHYSICAL TREATMENT					
Development of materials specifications	●	●	●	●	
Materials testing	●	●	●	●	
Development of treatment methodologies	●	●	●	●	

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Physical treatment					
Level 2 (custom treatment: conservation treatment chemical analysis)	●	●			
Level 1 (mass treatment: mass deacidification, library binding, or repair)			●	●	
Stabilization, including boxing, protective enclosures, or matting	●	●	●	●	
Development of labeling and marking methodologies and materials specifications	●	●	●	●	
REFORMATTING					
Development of reformatting methodologies (PRD)	●	●	●	●	
Development of materials specifications (PRD)	●	●	●	●	
Materials testing	●	●	●	●	
Reformatting actions					
Level 3 (create surrogate; keep original)	●	●			
Level 2 (copy or duplicate fragile materials that are on unstable media)		●	●	●	
Level 1 (replace materials that require obsolete equipment)	●	●	●	●	